

**Park Board Meeting – May 31, 2023**  
**7:00pm**  
**Warrensburg Community Center – Room BC**  
**445 Gay St, Warrensburg, MO 64093**

**1) Call to Order**

Erica Collins called to order the regular meeting of the Warrensburg Parks and Recreation Board at 7:06pm on May 31, 2023 at the Parks & Recreation Department, 445 E. Gay St.

**2) Roll Call**

Carrie Battles conducted a roll call. The following members were present: Erica Collins, Jason Duffey, Joshua Greene, Dawn Gauvin, Brandon Campbell.

The following members were absent: Ernest Graydon, Shawnacy Johnson, Bryan Jacobs

Others in attendance were:

Jim Kushner, Mayor City of Warrensburg

Enrico Villegas, Assistant City Manager/Director of Public Works

Chris Deal, Director Warrensburg Parks & Recreation

Brandon Maberry, Business & Information Specialist

Carrie Battles, Office Manager

Morgan Hebensperger, Recreation Supervisor of Programs & Events

Joshua Roglon, Recreation Supervisor of Sports

Corbin Gant, Recreation Supervisor of Fitness

Dave McCannon, Warrensburg Public Works

**3) Approval of Agenda**

Brandon Campbell moved to approve the Agenda. Joshua Greene – seconded. Erica Collins – Yes, Jason Duffey – Yes, Joshua Greene – Yes, Dawn Gauvin – Yes, Brandon Campbell – Yes. Agenda approved 5-0.

**4) Approval of Minutes**

Joshua Greene moved to approve the April 26, 2023 Regular Meeting Minutes. Brandon Campbell – seconded. Erica Collins – Yes, Jason Duffey – Yes, Joshua Greene – Yes, Dawn Gauvin – Yes, Brandon Campbell – Yes. Minutes approved 5-0.

**5) Announcements**

No announcements

**6) Employee Appreciation Award**

Corbin Gant was recognized as an outstanding employee. Chris stated that Corbin is a very dedicated employee with regards to upgrading the fitness center with new equipment. Erica thanked Corbin for being a good employee & excellent community leader.

**7) Committee Reports**

**a) Finance Committee Report**

Chris Deal reported that year-to-date he has no major concerns. He reported that Parks is at 57% spent at 7 months into the fiscal year. He noted the employee costs for Public Works have not come through but is not expected to exceed the allotted budget amount.

Chris presented a first draft of the 2023-2024 and noted that salaries and taxes have not been updated yet. He noted the proposed changes to the Administration portion of the budget. Erica questioned if areas such as office supplies should be reduced due to the increased cost of goods. Brandon Maberry provided information on the research that he had done on the expenses for office supplies over the past several years. Erica also questioned the increased amount proposed for training to the HR Assistant and how that would benefit Parks & Rec. Chris stated that he would provide more information on that. Enrico noted that supervisory training would be provided to any employee that supervises another employee as well. Board members had questions & discussion about the cost savings on the Activity Guide being sent by direct mail option. There was also discussion about what the increase amount would be used for. The Board had questions regarding the cost to change from ActiveNet to another software company like CivicRec. Chris explained that this would be a bid process & we would reach out to other software companies as well. Brandon stated that ActiveNet is charging transaction & processing charges on each transaction. CivicRec would be \$42k the first year & \$20K fee for each additional year. The Board asked for specific costs for ActiveNet. Chris noted the proposed changes to the Recreation portion of the budget. To include, \$17k increase for bounce houses & Christmas lights. Both will be used for additional programs offered by Parks & Recreation. He noted the proposed changes to the Community Center portion of the budget to include additional custodial staff to cover all hours of operation. Chris stated that there is a \$20K increase in management team services. This is an additional increase paid to Midwest Pool Management (MPM). He noted a decrease of \$20k under building maintenance that has not been used since prior to 2018. Erica stated that we shouldn't rely on the fund balance for those miscellaneous maintenance issues that can come up. Chris noted that the pulley system for the basketball goals will need to be replaced. The estimated cost is \$32k. Brandon Campbell presented questions regarding the pool management company & the advantages of keeping a management company vs. managing the pool in-house. Chris noted the biggest advantage to not continuing is the cost is \$410k annually. He noted that we could hire a manager, staff & chemicals for less than that amount. He stated that the contract is through March & Parks could come up with the specific costs to run the pool services in-house. Erica asked about the liability insurance & the cost to run the pool. Chris stated that would part of the cost information that he would put together. The Board had discussions on how MPM has handled services for us in the past & current year.

**b) Building & Grounds Committee Report**

Jason reported the committee discussed employment needs at Park Maintenance. He stated that Public Works will have the changing tables available tomorrow at the newly renovated restrooms at Cave Hollow. He noted that the new parks signs are being installed & look great. There is a community volunteer group that will coordinate landscaping around the new signs. Jason noted that the new fitness equipment is in & membership numbers are increasing. The conversations & planning for the new pickleball courts is continuing with the Blaine Whitworth Foundation group.

**c) Recreation Committee Report**

Chris provided an update for the Recreation Committee as Ernest was absent. There was discussion on the upcoming Juneteenth celebration on June 17, 2023. Parks & Recreation will be responsible for the bounce house, lawn games & food trucks attending the event. Enrico reported that Public Works will be mowing the brush again prior to the event at Blind Boone Park. Erica noted that the event will include history along with some fun for all. She noted that there will be some posters around town with "did you know" facts.

**d) Administration Committee Report**

Erica reported that the Administration Committee discussed budget development & outdoor & indoor pool conditions. She noted that summer day camp staff training has begun in preparation for the kids joining us over the summer.

**8) Unfinished Business**

No unfinished business

**9) New Business**

Chris provided a written request from the Warrensburg School District requesting to provide lunch to anyone 18 years old & under at Cave Hollow Park. This would go from July 1 – July 31, 2023 from 11am – 12:30pm. This would provide another option for children to be served lunches in our community. Erica made a motion to approve the use of Cave Hollow Park for the summer food program offered through the Warrensburg School District. Brandon seconded. Erica Collins – Yes, Jason Duffey – Yes, Joshua Greene – Yes, Dawn Gauvin – Yes, Brandon Campbell – Yes. Motion approved 5-0.

**10) Director's Report**

Chris reported that the opening weekend of the outdoor pool brought in over 1,200 visitors. The new fitness equipment is in & we will be scheduling a ribbon cutting ceremony soon. There has been continued discussion with Barry Whitworth on the new pickleball courts. Chris noted there will be a ribbon cutting at the Sensory/Donor wall at Cave Hollow Park tomorrow. Chris thanked all the staff for their hard work.

**11) Appearances to the Park Board not listed on the Agenda**

No appearances to the Park Board

**12) Park Board Comments**

Erica thanked the Mayor for joining the meeting. Mayor Kushner noted there were some positive comments online regarding the front desk staff at Nassif pool. The Park Board members thanked the staff for their hard work.

**13) Adjournment**

Brandon Campbell made a motion to go into Closed Session pursuant to Section 610.021 RSMo, relating to:

- (1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communication between a public governmental body or its representatives and its attorneys; and
- (2) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment,
- (13)Adjourn (at the conclusion of the Closed Session)

Erica Collins – Yes, Jason Duffey – Yes, Joshua Greene – Yes, Dawn Gauvin – Yes, Brandon Campbell - Yes